

**Procedures Manual for the  
ACS Division of  
Chemical Information (CINF)  
Completely updated March 2005**

(Other dates in the manual refer to the revision of the particular section)

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## 1. Introduction

This manual attempts to document in a concise manner the duties of all officers and functionaries of the Division of Chemical Information (CINF). This manual in no way supersedes the Division Bylaws, and every attempt is made to keep the information here consistent and up-to-date with the Bylaws. In instances where conflict does arise, the Bylaws take precedence. Every officer and committee chair is requested to examine this document periodically to assure that the duties described in this manual represent their actual tasks. Committees which are not prescribed by the Division's bylaws and are inactive will be removed from this procedures manual in order to accurately reflect the activities of the Division.

This manual is divided into four sections plus appendixes. Section 1 is this introduction. Section 2 details the members of the Executive Committee. Section 3 describes each the duties of each position in depth, along with highlighting important dates. Section 4 is a description of the awards offered by the Division. Appendix 1 contains timetable highlights compiled from the individual timetables of each Executive Committee member with reference to more detailed timetable information available elsewhere.

All comments and updates to this manual should be submitted to the Chair of the Constitution and Bylaws Committee for inclusion.

## 2. Executive Committee

### 2.1. Voting Members

- 2.1.1. Chair of the Division: One-year term, beginning January 1
- 2.1.2. Chair-Elect: One-year term, beginning January 1
- 2.1.3. Immediate Past Chair: One-year term, beginning January 1
- 2.1.4. Secretary: Two-year term, beginning January 1 in even-numbered years
- 2.1.5. Treasurer: Two-year term, beginning January 1 in odd-numbered years (overlapping with term of Secretary)
- 2.1.6. Councilors and Alternate Councilors: Three-year terms, overlapping, beginning January 1. The number of Councilors and Alternate Councilors is that allotted to the Division by the Society; currently this is two Councilors and two Alternate Councilors.
- 2.1.7. Program Committee Chair: Three-year term
- 2.1.8. Membership Committee Chair: Three-year term

### 2.2. Non-Voting Members - Chairs of Other Standing Committees and Other Representatives

- 2.2.1. Other Standing Committees
  - 2.2.1.1. Audit
  - 2.2.1.2. Awards
  - 2.2.1.3. Careers
  - 2.2.1.4. Constitution and Bylaws
  - 2.2.1.5. Education

- 2.2.1.6.Finance
- 2.2.1.7.Fundraising
- 2.2.1.8.Nominating
- 2.2.1.9.Publications
- 2.2.1.10. Tellers

## 2.2.2. Divisional Representatives and Liaisons

- 2.2.2.1.ACS Secretariats (currently CINF participates only in the Biotechnology Secretariat)
- 2.2.2.2.ACS Committee on Nomenclature
- 2.2.2.3.American Society for Information Science (ASIS)
- 2.2.2.4.Special Libraries Association (SLA)
- 2.2.2.5.Association of College Research Libraries (ACRL)

## 2.2.3. Other Functionaries

- 2.2.3.1.Archivist/Historian
- 2.2.3.2.Chemical Information Bulletin Editor
- 2.2.3.3.CINF E-News Editor
- 2.2.3.4.CINF Web Site Coordinator
- 2.2.3.5.Liaisons from other organizations may attend with permission from Chair
- 2.2.3.6.Speakers on selected topics of interest may be invited.
- 2.2.3.7.The Editor of the Journal of Chemical Information and Modeling is always invited.

## 3. Duties of Elected Officials and Other Functionaries

### 3.1. Elected Officials

#### 3.1.1. Chair

3.1.1.1.Term of Office: One Year. The Chair-Elect for the previous year automatically succeeds to the office of Chair.

#### 3.1.1.2.Key Responsibilities:

- 3.1.1.2.1. Chair meetings of the Executive Committee and Divisional Business Meetings.
  - ◆ Call for agenda items and prepare agenda for each meeting
  - ◆ Call for committee chairs reports approximately 1 month in advance of meeting
- 3.1.1.2.2. Consult the bylaws (bring a copy to the meetings) as necessary
- 3.1.1.2.3. Execute the decisions of the Executive Committee and the Division membership.
  - ◆ It is important to consult also with ACS Office of Divisional Activities staff and the Divisional Activities Committee when executing decisions that involve policy and/or other issues of concern to the national organization
  - ◆ Includes taking the lead on bylaws revisions and other highly regulated activities

- 3.1.1.2.4. Ascertain the status of activities of other officers and committees by calling for periodic reports.
- ◆ Committees whose activities are governed by externally imposed deadlines, e.g., Program and Membership, should be in frequent communication with the Chair. Informal email reports work well.
  - ◆ It is particularly important to work closely with Chair-elect to groom that person for assuming the responsibilities of the Chair. Special attention to coordinating social event and other special activities with the budget determined from fundraising efforts should be made
  - ◆ Copies of all reports should be given to the Chair-elect
- 3.1.1.2.5. Perform duties in the key areas of committees, communications, national meetings, and in other areas as listed in the following subsections.
- ◆ Committees:
    - ◇ The Chair appoints all Division Committee Chairs and members and Division Representatives and Liaisons. In practice, the Chair can delegate this activity to current committee chairs whenever feasible. CINF is working to develop a system of mentoring of upcoming chairs through an "assistant chair" position, with at least one year of overlap in duties
    - ◇ The appointments of the Membership and Program Committee Chairs must be approved by the Executive Committee. Membership and Program Committee Chairs should be recruited prior to the Fall ACS meeting so that the vote to approve can be taken at the Executive Committee meeting
    - ◇ Committee members may serve a maximum of three successive one-year terms, provided, however, that a person may be Chair of a committee for three consecutive years after having served as a member of that committee for the three preceding years.
  - ◆ National Meetings:
    - ◇ Call meetings of, prepare agenda for, and preside at the Divisional Executive Committee and Business meetings. The Chair is also responsible for inviting to these meetings other persons, such as committee chairs or publications editors, to serve in an advisory capacity. The Executive Committee meets at each meeting of the Division; it may meet more frequently at the discretion of the Chair. Business meetings are held at least once a year at a meeting of the Division.
      - Copies of documents should be distributed to Executive Committee members before the meeting. In recent years, making these available via the web, or as email attachments has worked well.
      - Members of CINF may request to attend the Executive Committee meeting; permission should be obtained from the Chair prior to this meeting.
      - Business meeting is usually held on Monday 4:00 PM of the fall National ACS meeting. CINF members will be informed of Executive Committee decisions, officer election results, dues changes, and other divisional business.
    - ◇ Preside at technical sessions unless this duty is delegated to the Program Committee Chair.

- Generally, this duty is handled by the Program Committee Chair, or a representative arranged by the Program Committee Chair
- Chair should be present at the Herman Skolnik award symposium
- ◇ Arrange for the Divisional luncheon and select the luncheon speaker or other program.
- There is a limited budget for the luncheon; therefore, only "free" speakers should be engaged, unless funds have been raised to support paid speakers.
- Heman Skolnik Award winner is honored during the luncheon at the Fall ACS Meeting
- Other awards (Meritorious Service Award) may be presented at either the Spring or the Fall ACS National Meeting.
- Audio-visual and room set up are part of arrangements.
- ◇ Schedule Committee meetings and other functions, except for technical programs; arrange for rooms and meals or refreshments as needed.
- Sample request forms and confirmations are included in the appendix of this manual.
- Audio-visual and room set up are part of arrangements.
- ◇ Arrange for CINF representation at ACS meetings held during National Meetings. This may include, but is not limited to: Divisional Chair Luncheon, Divisional Officers' Caucus, awards events, etc.
- ◆ Communications:
  - ◇ Receive copies of all Division reports and correspondence. 2. Read bulletins and reports of the ACS, and call information contained in them to the attention of other functionaries as appropriate. 3. Send copies of all correspondence to the Chair-Elect.
  - ◇ Maintain official contacts between the Division and other ACS Divisions, the Society and other organizations, except where specifically provided for by ACS regulations or other provisions.
  - ◇ Following meetings and at other appropriate times, send "thank you" notes on behalf of the Division to Division or Society members or to others for services and courtesies received. 6. Prepare the "Chair's Message" for each issue of the Chemical Information Bulletin (CIB).
- ◆ Other Responsibilities:
  - ◇ Organize the Herman Skolnik Award ceremony; arrange for preparation of the programs, order the plaque and arrange for the honorarium check. Present the Award.
  - ◇ Obtain and present the Past Chair's pin.
  - ◇ Review and approve the Secretary's and Treasurer's annual reports before they are submitted to the Society and to the Division.
  - ◇ Serve as a member of the Herman Skolnik Award Jury.
  - ◇ Participate in the selection of the Patterson-Crane awardee (in odd-numbered years), or appoint a personal representative.

- ◇ Represent the Division at the Patterson-Crane Award ceremony, or appoint a representative.

### 3.1.1.3. Timetable:

- January - Arrange for the Divisional Luncheon speaker for the Spring meeting.
- February - Review and approve Secretary's and Treasurer's annual reports before submission to the Society. Arrange for committee meeting rooms, luncheon menu, receptions, and other services for the Spring meeting. Attend (in odd-numbered years) or arrange for a personal representative to attend the meeting of the Patterson- Crane Award Committee.
- March - Prepare and distribute agenda for Spring Executive Committee meeting.
- Spring Meeting - Chair Executive Committee meeting. Present the Herman Skolnik Award if it is scheduled.
- April-May - Send thank you notes for services and courtesies received in connection with the Spring meeting. Prepare the Chair's Message for the Summer CIB issue. Arrange for committee meeting rooms, luncheon menu, receptions, and other services for Fall Meeting. Attend (in odd- numbered years), or arrange for a personal representative to attend, the Patterson-Crane Award Ceremony.
- June - Arrange for Divisional luncheon speaker. Order Past Chair's pin.
- July-August - Appoint new chairs for committees whose current chairs are completing terms of office. Serve as a member of the Herman Skolnik Award Jury. Prepare and distribute agenda for the Fall Executive Committee meeting.
- Fall Meeting - Chair the Executive Committee meeting. Present the Herman Skolnik Award if it is scheduled. Present the Past Chair's pin.
- September - Send thank you notes for services and courtesies received in connection with Fall Meeting.
- December - Prepare the Chair's Message for the Spring CIB issue.

### 3.1.2. Chair-Elect

3.1.2.1. Term of Office: One Year. Automatically becomes Chair the following year.

#### 3.1.2.2. Key Responsibilities:

- 3.1.2.2.1. Act for the Chair at the latter's request or in the absence of the Chair.
- 3.1.2.2.2. Become familiar with current affairs of the Division through its major correspondence, all Committee reports, and ACS bulletins and reports.
  - ◆ Join the listserv for Divisional Officers maintained by the Office of Divisional Activities (ODA).
  - ◆ More information can be found at the ACS web site for Technical Divisions: <http://www.acs.org/divisions/> or contact the office at 800.227.5558 x4401
  - ◆ Read the "Barker" newsletter produced by the Divisional Activities Committee for news on deadlines, grant opportunities, membership promotions and more. This is available at the web site under the "Officers Only" tab. Login and password are "technical" and "division".
  - ◆ The current Chair should include the Chair-elect via cc: on all written and email correspondence pertaining to CINF business.

- 3.1.2.2.3. Attend the Divisional Business Meeting and Executive Committee meetings. ·
- ◆ If possible, the Chair and Chair-elect should drop in to all the committee meetings on the morning before the Executive Session.
  - ◆ Chair-elect is a voting member of the Executive Committee and therefore should make every attempt to be present for those meetings
- 3.1.2.2.4. Serve as an ex-officio member of the Program Committee and attend all Program Committee meetings.
- ◆ Be prepared to organize one symposium for each of the two National Meetings held during the Term of Office
  - ◆ It might be advisable to find a co-organizer to help with local arrangements and preside over the symposium in case the Chair-elect is called to business elsewhere for the division
- 3.1.2.2.5. Attend the ACS Divisional Officers Conference.
- ◆ Prepare for the conference by assembling a list of challenges, issues, and so forth that could be used for discussion at the conference. In recent years, membership retention and recruitment, long-range planning, budgeting for special equipment needs, bylaws revisions, etc. have been areas of interest to CINF
  - ◆ Review the current Strategic Plan document [http://www.acs-cinf.org/cinf\\_publications/](http://www.acs-cinf.org/cinf_publications/)
  - ◆ Be prepared to present a report to the Executive Committee on highlights of the DOTC, including any opportunities for involvement, grants or other actions that might be considered.
  - ◆ Currently, CINF pays for airfare/travel and ACS provides housing and registration.
- 3.1.2.2.6. Prepare a Division budget for the coming year by consulting with other officers and committee chairs about their financial needs.
- ◆ It's very important that the Chair-elect consult with members of the Executive Committee to put together the budget. This consultation will help insure that nothing new or changed is overlooked.
  - ◆ The Division Treasurer can supply a report that gives some actual figures for previous budget years; however, bills from National Meetings are often several months behind, so estimates based on previous year's budget are acceptable
  - ◆ A spreadsheet with the budget should be maintained and passed on to the succeeding Chair-elect.
  - ◆ Budget should be ready for discussion and approval at the Executive Committee meeting during the Fall ACS meeting
- 3.1.2.2.7. Serve as a member of the Herman Skolnik Award Jury and work with the awardee for the following year to plan the Award ceremony.
- ◆ Includes making arrangements for programs and/or invitations to be produced; often the award recipient's institution will provide this service, but the Chair-elect (then Chair) should be prepared to coordinate these efforts
  - ◆ Work with the Awards Chair for publicizing, creating web pages, and ordering plaque, check and/or other commemoratives
  - ◆ Correspond with the award recipient regarding luncheon tickets for guests (we will usually pay for the award recipient and one guest) while Chair and



coordinate with succeeding Chair-elect with regard to reception arrangements and funding.

#### 3.1.2.3. Timetable:

- January - Attend the ACS Divisional Officers Conference.
- Spring meeting - Attend the Divisional Business meeting and the Program and Executive Committee meetings.
- Summer - Consult with other officers and committee chairs about their financial needs for the following year. Prepare the Division budget for the following year.
- Fall Meeting - Present the Division budget for the following year to the Executive Committee. Attend Program and Executive Committee Meetings. Determine which Committee Chairs and other memberships need to be filled for the coming year and find people to fill them.

#### 3.1.3. Past Chair

3.1.3.1. Term of Office: One year, following the term as Chair.

#### 3.1.3.2. Key Responsibilities:

- 3.1.3.2.1. Serve as Chair of the Nominating Committee unless there is a conflict with a potential candidacy for the following year.
- 3.1.3.2.2. Assist the Secretary in preparation of the Annual Report for the year of the term as Chair.
- 3.1.3.2.3. If serving as Past Chair during the year that a salary survey is taken, write the cover memorandum for the survey instrument and work with the Survey Editor in writing and editing the survey results.
- 3.1.3.2.4. Perform any other duties requested by the Chair.

#### 3.1.4. Secretary (*revised March 24, 2005*)

3.1.4.1. Term of Office: Two years, beginning January 1 in an even-numbered year.

#### 3.1.4.2. Key Responsibilities:

- 3.1.4.2.1. The Secretary will carry out (or cause to be carried out) all the official business of the Division according to the Bylaws. These responsibilities include:
  - ◆ Responsibilities related to National Meetings:
    - ◇ Verify the attendance of Councilors at national meetings, arrange for the attendance of Alternate Councilors if necessary, and accredit Councilors or Alternate Councilors for Council meetings in the manner and at the time specified by the Society.
    - ◇ Act as secretary of the Executive Committee, take minutes, submit a report to members of the Executive Committee for pre-approval comments, and send the approved report to the Division Webmaster.
    - ◇ Send the Editor of the Chemical Information Bulletin updated names and addresses of Division Functionaries and Committees Chairs for inclusion in the Spring Administrative issue of the Chemical Information Bulletin.

Submit the updated information for the Officers and Committees to the Division Webmaster.

- ◆ Responsibilities related to other reports:
  - ◇ Prepare the Annual Report of the Division. Prepare ChemLuminary Division self-nomination (if submitting). Send Annual Report to Division Webmaster. Supply copies of these reports to the Archivist/Historian.
- ◆ Responsibilities related to Division elections:
  - ◇ Work with the ACS Committee on Divisional Activities, Nominating Chair and printing service to ensure that election ballots, including candidate biographies, are prepared and mailed to CINF members in a timely fashion.
  - ◇ Notify the Chair of the ACS Committee on Divisional Activities (DAC) of new officers, councilors and alternate councilors on forms provided by ACS DAC.
- ◆ Responsibilities related to files and correspondence:
  - ◇ Maintain the official files of the Division. Files of current correspondence need not be kept more than one year. Items of permanent value should be sent to the Archivist/Historian for further evaluation and storage in the Divisional archives.
  - ◇ Order year supply of mailing labels for the Chemical Information Bulletin (CIB) to be delivered shortly prior to publication dates (coordinate with CIB Editor).
  - ◇ At the termination of the Secretary's Term of Office, transfer all files promptly to the incoming Secretary.

#### 3.1.4.3. Timetable:

- January - Prepare Annual Report of the Division. Order mailing labels for the spring issue of the Chemical Information Bulletin (CIB) from the ACS Committee on Divisional Activities (DAC) to be sent to CIB Editor.
- February - Send the annual report of the Division to ACS headquarters before February 15, following approval by the Chair. Verify the attendance of the Division Councilors at the Spring Meeting of the Society. Make arrangements for the attendance of the Alternate Councilor(s) if necessary.
- Spring Meeting - Take the minutes at the Divisional Executive Committee meeting and send a draft of the minutes to the Executive Committee for comments. Allow 1-2 weeks for receipt of comments; then send a draft to the Division. After action at the Executive Committee meeting send the approved minutes of the previous meeting to the Division Webmaster.
- April - Remind the Chair of the Nominating Committee to submit the slate of nominations and the biographies of the nominees in time for May's mailing of ballots. Order labels from the ACS Committee on Divisional Activities (DAC) to be sent to a printing service.
- May - Send candidates biographies, ballots, and envelope specifications to a printing service.
- June - Order mailing labels for the fall issue of CIB from the ACS Committee on Divisional Activities (DAC) to be sent to the CIB Editor.

- July - Verify the attendance of the Division Councilor(s) (or Alternate Councilor(s), if necessary) at the fall meeting of the Society.
- August - Upon notification from the Tellers Committee, notify candidates of the results of the election for Division officers.
- Fall Meeting - Take minutes at the Executive Committee meetings. Send draft of minutes to the Executive Committee for comments. Allow 1-2 weeks for receipt of comments; then send a draft to the Division Webmaster. After action at the Executive Committee meeting send the approved minutes of the previous meeting to the Division Webmaster.
- October - Notify ACS Committee on Divisional Activities (DAC) of Division officers, Councilors and Alternate Councilors.
- December - Review the Division files. Transfer to the Archivist/Historian items of permanent value which will not be needed by the Secretary in pursuance of duties. Weed the correspondence file. Prepare the files for transfer to the incoming Secretary (alternate years) (deadline January 1). Begin preparation of the annual report for the Society and for the Division.

### 3.1.5. Treasurer

3.1.5.1. Term of Office: Two years beginning January 1 of odd-numbered years.

#### 3.1.5.2. Key Responsibilities:

- 3.1.5.2.1. Receive all payments.
- 3.1.5.2.2. Maintain Division financial records
- 3.1.5.2.3. Pay all duly-authorized bills for the Division.
- 3.1.5.2.4. Prepare the Treasurer's annual report and interim reports for the Spring and Fall ACS meetings, and supply copies of these reports to the Archivist/Historian.
- 3.1.5.2.5. File the annual Federal Income Tax return.
- 3.1.5.2.6. Recommend to the Executive Committee how Division funds should be invested.
- 3.1.5.2.7. Serve on Fundraising Committee (ex officio)

#### 3.1.5.3. Details of the Treasurer's Responsibilities:

##### 3.1.5.3.1. Dues:

- ◆ Division Dues Notices (issued by ACS) for the coming year are included with ACS dues notices. These are mailed by the Society prior to November 15 (per Division Bylaws) to all members and affiliates except those who have paid dues in advance.
- ◆ Dues Payments are paid to ACS with the member's annual Society membership fees. Data and a check for income from membership dues collected by the Society are received from ACS about February 1 and August 1. One dollar of the fee is for processing by ACS, the remainder is returned to the Division Treasurer. Additional dues for those joining the Division directly through the Membership Chair are forwarded to the Treasurer by said Chair.
- ◆ In April of each year, a form must be filled out detailing the dues schedules (member, affiliate, etc.) for the following year. This form should be returned to ACS Headquarters after discussion at the Executive Committee Meeting and

prior to the ACS imposed deadline.

3.1.5.3.2. Checking Account, Bookkeeping and Payment of Bills:

- ◆ The Treasurer maintains both savings and checking accounts for the Division in any convenient bank(s). The Treasurer and Chair of the Division are authorized to make withdrawals by writing checks drawn against the checking account. All income, except interest from savings accounts, and all expenses incurred by various officers, committee chairmen, and divisional functionaries are processed by the Treasurer through one checking account. Interest accrued from money market or savings accounts is entered when posted in the appropriate section of the ledger.
- ◆ Records should be kept accurately and should show the source of all receipts and bills and the reasons for all expenditures. All bills submitted to the Treasurer must be signed by the person submitting the bill.
- ◆ The rubber endorsement stamp. "For Deposit Only, Division of Chemical Information, American Chemical Society", followed by the Treasurer's signature and title should be used to endorse checks.

3.1.5.3.3. Federal Income Tax Return:

- ◆ The Treasurer also files an annual statement with the Collector of Internal Revenue on or before May 15. The division is not subject to income tax, but must file an Information Return Form 990A with the District Director of Internal Revenue. With each change of Treasurer, this office should be informed by the outgoing treasurer of the change of address of the Division Treasurer so that records at the District Office can be corrected. The Internal Revenue Office supplies two copies of Form 990A, of which one is retained for Division records.

3.1.5.3.4. Reports:

- ◆ The Treasurer must prepare an annual report of Division financial affairs each year for ACS headquarters. This report should be sent to the Divisional Activities Office no later than March 15. Report Forms are mailed to the Treasurer in January or early February. The report should be sent to the Executive Committee of the Division for review prior to the Spring Meeting. In addition, interim reports are sent to the Executive Committee shortly before the Spring and Fall ACS meetings.

3.1.5.3.5. Audit:

- ◆ The Treasurer cooperates fully with the Audit Committee and supplies to the Audit Committee Chair all unaudited ledgers, check books, bank statements for checking and savings accounts, cancelled checks, invoices and deposit slips.

3.1.5.4. Timetable for Treasurer:

- February - Prepare the annual report on division financial affairs for ACS. Mail to ACS before March 15. Send copy to Division Chair for approval prior to submission to the ACS office.

- March - Prepare Division financial report to the CINF Executive Committee for presentation at the Spring meeting.
- April - Prepare Internal Revenue Service Information Return Form 990A and file with District Director of Internal Revenue on or before May 15.
- August - Prepare the Division financial report to the Executive Committee for presentation at the Fall meeting.
- December - File bank signature cards at bank for succeeding Treasurer and Chair so that they may sign checks during their Term of Office. With each change of Treasurer, inform District IRS Office of new Treasurer's name and address.

### 3.1.6. Councilors and Alternate Councilors

3.1.6.1. Term of Office: Three years. One Councilor and one Alternate Councilor are elected at intervals as necessary to satisfy divisional councilor quotas as determined by Council. The Society's Executive Secretary's office recommends that Councilors serve more than one term to give the unit (local Section or Division) they represent the advantage of the experience gained in the earlier term. They can represent only one unit (local Section or Division) at one time and, therefore, should not accept nomination in more than one unit for the same period.

#### 3.1.6.2. Key Responsibilities:

- 3.1.6.2.1. Represent the Division at ACS Council meetings (the Alternate Councilors in the absence of the Councilors). They should have a thorough knowledge of Division affairs, and at least some acquaintance and experience in ACS affairs.
- 3.1.6.2.2. Attend Divisional Business Meetings and Executive Committee meetings. Alternate Councilors should represent the Division at the annual Divisional Officers Conference.
- 3.1.6.2.3. Obtain recommendations or instructions from the Executive Committee in regard to representing the Division on the Council, particularly if matters of concern to the Division are to be discussed and voted on.
- 3.1.6.2.4. Report to the Division any matters arising at Council meetings which are of interest to the Division.
- 3.1.6.2.5. NOTE: Councilors are required to notify the Secretary of the Division regarding their attendance at Council meetings during the Spring and Fall meetings of the Society. When a Councilor is unable to attend such a meeting, the Division Secretary will authorize an Alternate Councilor to represent the Division.

### 3.2. Duties of Committees

#### 3.2.1. Introduction

CINF Committees are the resources through which the Division plans its activities, fulfills members' expectations, and ensures continuing growth and financial health. It is essential that Committee Chairs and members meet the commitments that they have made when volunteering their services.

In addition, CINF Committees serve as a means for identifying and training the future leaders of the Division. Therefore, all Committee Chairs are encouraged to act as role models for those who will follow in their footsteps.

### 3.2.2. Terms of service and membership of committees (*revised April 29, 2005*):

3.2.2.1. Committee Chairs will be appointed for up to three successive one-year terms, unless otherwise specified in these Procedures. No later than the end of their second year, they should identify and groom a replacement from among current or past members of the Committee. All Committee Chairs and Committee members appointments should be made prior to the Fall ACS National Meeting immediately preceding their terms of office. Overlap among membership of Committees that meet at the National Meetings should be minimized.

3.2.2.2. Committee members may serve a maximum of three successive one-year terms. However, after an absence of at least one year, members may be reappointed and serve up to an additional three successive one-year terms at the discretion of the Committee Chair and when required, with the approval of the Executive Committee and/or Division Chair. The cycle of three years on, one year off may be repeated at the discretion of the current chair of the committee, at the time the member is again eligible.

### 3.2.3. Committee business

3.2.3.1. All Committees should have stated and measurable annual objectives that are in line with the Division's overall strategic goals.

3.2.3.2. Each Committee Chair should submit a written progress report to the CINF Chair and to all Division functionaries prior to each ACS National Meeting as well as an annual report (in January) to the CINF Secretary to help in creation of the Division's Annual Report. The Annual Report should include an accounting of the year's forecasted goals versus attainment and a plan for the coming year. If there is a new incoming Chair, that person should prepare the plan for the coming year.

3.2.3.3. Committee Chairs are expected to hold meetings as requested by the CINF Chair. Normally, these are held at National Meetings on Saturday or Sunday prior to the CINF Executive Committee meeting. Committee Chairs are expected to attend the Executive Committee meeting, as well as part of the Executive Committee Planning Session which is usually held on Saturday at the Fall Meeting.

### 3.2.4. Audit Committee

3.2.4.1. Term of Office: One year. Consists of a chair and at least one other member appointed by Division Chair. The Division Treasurer may not be a member of this committee but shall

supply records needed by the committee.

#### 3.2.4.2.Key Responsibilities:

- 3.2.4.2.1. Review the Treasurer's records once each fiscal year and ascertain that record-keeping methods are adequate.
- 3.2.4.2.2. Certify to the Executive Committee that the Treasurer's Report is a true statement of the Division's financial condition.
- 3.2.4.2.3. Submit an Annual Report of the Division's financial situation to the Executive Committee.

#### 3.2.5. Awards Committee

3.2.5.1.Term of Office: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Committee Chair during the year immediately preceding his/her term.

#### 3.2.5.2.Key Responsibilities:

3.2.5.2.1. Administer all the Divisional awards to the extent of the authorization given by the Executive Committee.

3.2.5.2.2. For the Herman Skolnik Award (See Section 4.1 for a detailed description of the award):

- ◆ Issue a call for nominations prior to January 31 of the year preceding the year in which the award is to be made and mail it to the editors of the Chemical and Engineering News, Chemical Information Bulletin, Division publications and website, and any other appropriate media. The deadline for receipt of nominations will be June 1 of that year, and the award will be presented at the Fall meeting of the following year. [This should be coordinated with the Program Chair.]
- ◆ Act as the collection point for nominations and distribute copies of the nominations received, along with all supporting documents, to the Herman Skolnik Award Jury, which consists of the Division Chair, the Division Chair-Elect, the Awards Committee Chair, and the Awards Committee Chair-Elect (in years when there is one)..
- ◆ As a member of the Herman Skolnik Award Jury, help the Division Chair organize a meeting (or conference call) of the Jury for the purposes of selecting the awardee not later than July 15.
- ◆ Notify the awardee of the decision and of the date and place for the award address and symposium.
- ◆ Prepare and distribute a press release regarding the Award decision.
- ◆ Help the Division Chair and Program Chair in developing an appropriate award ceremony and symposium. Note: The organization of the award ceremony and of the award symposium is primarily the responsibility of the Division Chair and the Program Chair, respectively.



- ◆ Provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc., as applicable.

3.2.5.2.3. For the Lucille Wert Student Scholarship Award (see Section 4.3):

- ◆ Issue a call for applications prior to December 31 of the year preceding the year of the award and forward it to the editors of the Chemical Information Bulletin, the CINF E-News, Division publications/website, and any other appropriate media, and to the information oriented professional organizations and graduate schools. The deadline for receipt of nominations will be March 1.
- ◆ Act as a collection point for applications and distribute copies of the applications received, along with all the supporting documents, to the members of the Awards Committee.
- ◆ Select the awardee at the regular Awards Committee meeting at the Spring ACS National Meeting.
- ◆ Notify the awardee of the decision and of the time and place for presenting the award (normally this will be arranged with the nearest ACS Local Section).
- ◆ Prepare and distribute a press release with an announcement of the awardee.
- ◆ Order the certificate with an appropriate inscription and deliver it to the presenter prior to the local section meeting or National Meeting at which the Award will be presented.
- ◆ Provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc., as applicable.

3.2.5.2.4. For the Meritorious Service Award (see Section 4.4 for the description):

- ◆ Issue a call for nominations prior to December 31 of the year preceding the year of the award and send it to the editors of the CIB and the CINF E-News and placed on the Division Web site. The deadline for receipt of nominations is March 1st.
- o Act as a collection point for nominations and distribute copies of the nominations and the supporting documents to the members of the Award Committee.
- ◆ Present the nominations and a recommendation to the Executive Committee for voting at the Spring ACS Meeting. Presentation of the Award will be made at the Fall ACS National Meeting.
- ◆ Prepare correspondence as needed to confirm the receipt of nominations, notify the unsuccessful nominators encouraging them to resubmit, etc.
- ◆ Prepare a press release and send to the same journals and newsletters as other Division award announcements.
- ◆ Order the plaque with an appropriate inscription and deliver it to the presenter prior to the National meeting at which the Award will be presented.
- ◆ Provide the Archivist/Historian with copies of the commendation, award certificate, award scroll, photograph, etc., as applicable.

3.2.5.2.5. Consider any proposals for additional Divisional Awards or for ad hoc grants, and submit findings and recommendations to the Executive Committee.



### 3.2.6. Careers Committee (*revised April 12, 2005*)

3.2.6.1. Term of Office: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for three-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term.

#### 3.2.6.2. Key Responsibilities:

- 3.2.6.2.1. Increase awareness among members of the Society, the profession, and the public on careers available in scientific information fields.
- 3.2.6.2.2. Provide information on career pathways and professional advancement opportunities in scientific information fields.
- 3.2.6.2.3. Organize periodic symposia on careers in chemical information at National Meetings. Careers Chair coordinates with the Program Chair for co-sponsoring opportunities for the careers symposia, especially with the Younger Chemists Committee.

### 3.2.7. Constitution and Bylaws Committee

3.2.7.1. Term of Office: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for no more than three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term.

#### 3.2.7.2. Objectives:

- 3.2.7.2.1. To maintain the Division Constitution and Bylaws and the Procedures Manual.

#### 3.2.7.3. Key Responsibilities:

- 3.2.7.3.1. Determine changes needed in the CINF Constitution and/or Bylaws.
- 3.2.7.3.2. Formulate the changes and submit them to the Executive Committee.
- 3.2.7.3.3. Following the Executive Committee's approval, send the proposed modifications to the ACS Committee on Constitution and Bylaws for informal review.
- 3.2.7.3.4. After receiving comments from the ACS Committee on Constitution and Bylaws, transmit the changes to the Secretary for inclusion in the annual ballots for approval by CINF members. Following the election, submit the changes to the ACS Committee on Constitution and Bylaws for formal approval.
- 3.2.7.3.5. Provide a copy of the official version of the revised Constitution and Bylaws to Executive Committee and the Archivist/Historian.
- 3.2.7.3.6. Communicate with all officers and Committee Chairs and determine whether changes are required in the Procedures Manual.
- 3.2.7.3.7. Make necessary revisions to the Procedures Manual.
- 3.2.7.3.8. Send copies of the current version of the Procedures Manual to all incoming officers before the end of each year and to all Committee Chairs as they are appointed.

3.2.7.3.9. Maintain an inventory of Procedures Manuals. If possible, collect copies of manuals from those officers or Committee Chairs who no longer need them.

### 3.2.8. Education Committee

3.2.8.1. Term of Office and Composition: The Committee Chair is appointed by the Division Chair for a term of three successive one-year terms. Other members are appointed by the Committee Chair for no more than three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term. Members should include representatives from a wide range of chemical information areas, such as chemistry faculty, academic librarians, industrial information specialists, government information specialists, and database producers and vendors.

#### 3.2.8.2. Objectives:

3.2.8.2.1. To provide educational outreach to chemical information users, of all degrees of experience.

#### 3.2.8.3. Key Responsibilities:

3.2.8.3.1. Produce and distribute chemical searching training modules.

3.2.8.3.2. Organize workshops or tutorials of an educational nature at national or regional ACS meetings.

3.2.8.3.3. Provide a liaison relationship with information producers and vendors. Help chemical information instructors (in academia, industry, government, etc.) increase the quantity and quality of information instruction.

3.2.8.3.4. Plan and present a chemical information session at one ACS National meeting per year. The format and content of said session to vary with location and resources. A topical symposium in the technical session is one appropriate format.

#### 3.2.8.4. Duties of Coordinator for Teaching Chemical Information Workshops

##### 3.2.8.4.1. ACS National Meetings:

- ◆ Immediately following the preceding ACS meeting, contact meetings office at ACS to arrange for a time/place for the workshop
- ◆ Contact: ACS meetings, Expositions and Divisional Activities, 1155 16th St NW, Washington DC 20036-4899, 202-872-6013, fax 202-872-6128
- ◆ Obtain and fill out a Request for Workshop Arrangements form. Fax the completed form back to ACS by the deadline listed on the form. Form has a place to list who should be billed (list the CINF treasurer) In the past we have asked for a room for 30 from 1-5 Sunday, classroom style with overhead projector/screen/podium, 2 extra tables, sodas for 20 served at 3:00 PM

##### 3.2.8.4.2. For other meetings:

- ◆ Contact program chair or other official to find out procedure for setting up the workshop. Regional ACS meetings and BCCE generally have websites with names of contact people.
- ◆ Follow same guidelines as for ACS meeting for room size, refreshments, etc

##### 3.2.8.4.3. For all meetings:

- ◆ Find out what the fees are for the projector, sodas, and any other miscellaneous items.
- ◆ Set cost for participants: Charges have normally been \$100-\$125 per attendee at national ACS meeting with membership in the Division for one year included for those at the upper end of the scale who were not already CINF members. CINF members, non-CINF members. At other meetings the fee was up to the sponsor of the meeting.
- ◆ Number of registrants necessary: rule of thumb has been at least ten checks in hand by one month before the meeting in order to be sure it was worthwhile to proceed.
- ◆ Publicizing the workshop. Suggested channels are: postings to chminf and chemed lists, notices in CINF E-News and ChemED newsletter, postings on CINF web page, and letters to chairs of chemistry departments of schools near the meeting site
- ◆ Coordinator's name is listed as contact person in all publicity. As such duties include: acknowledge registrations, answer questions, receive checks and transmit them to the treasurer
- ◆ Prepare list of registrants for the Committee Chair.
- ◆ Contact the workshop hotel one or two days before the session to be sure arrangements are correct. VERY important - there are sometimes glitches in the arrangements. Also check on the morning of the workshop just to be sure!
- ◆ Be at the workshop room 15-20 minutes ahead to receive checks from late registrants, to help set up and test equipment, to help speaker cope with last minute emergencies.
- ◆ Help take down equipment
- ◆ Work with presenters to be sure materials are sent to the appropriate location to be archived.

### 3.2.9. Finance Committee

#### 3.2.10. Fundraising Committee (*revised April 9, 2005*)

- 3.2.10.1. The Division will not provide any funds to support social events, speakers at technical sessions, and other related activities.
- 3.2.10.2. Term of Office and Composition: The Committee shall consist of the Fundraising Committee Chair, the Chair-Elect of the Division (*ex officio*) and up to four additional selected division members, one of who will be responsible for providing minutes of the meetings. Since the position of committee chair depends on network of relationships with sponsors, the committee chair may serve an unspecified number of consecutive one-year terms. The Chair-Elect of the Division shall server a single one-year term during the year of service as Chair-Elect. All other members may serve a maximum of three consecutive one-year terms.
- 3.2.10.3. Objectives: The CINF Fundraising Committee (the "Committee") is charged with soliciting financial support for various divisional activities. Only after sponsors have been secured shall the required arrangements for a given event be made. The guidelines are intended to provide an outline of the fundraising activities of the Committee. These

guidelines will be reviewed by the Committee at each Spring meeting for needed changes/corrections

- 3.2.10.4. Duties: The Committee shall meet on the Saturday morning preceding each ACS National Meeting. The Chair shall be responsible to coordinate all fundraising activities and report to the Executive Committee. The Chair is responsible for keeping a record of incoming funds and expenses. He or she must work closely with the Division's treasurer regarding the status of funds and donations and ensure that the Committee's funds are correctly reflected in the Divisional budget. Any payments from the Fundraising account have to be approved by the Committee's Chair. Organizational issues, such as securing rooms, selecting menus and publication of social events in ACS meeting announcements, must be agreed upon between the Chair of the Division and the Chair of the Committee. He or she is also responsible for ensuring that sponsors are duly recognized at the events and in CINF publications.
- 3.2.10.5. Detailed guidelines for fundraising activities are found in Appendix 2 "Fundraising Guidelines" of this Procedures Manual.

### 3.2.11. Membership Committee (*revised April 12, 2005*)

3.2.11.1. Term of Office: The Committee Chair is appointed by the Division Chair, subject to the approval of the Executive Committee, for a term of three successive one-year terms. Other members are appointed by the Committee Chair for a term of three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee, preferably as Assistant Chair during the year immediately preceding his/her term. The Membership Committee Chair is a voting member of the Executive Committee.

#### 3.2.11.2. Key Responsibilities:

##### 3.2.11.2.1. Recruiting and new members

- ◆ Recruit new members and send welcoming emails to new members. Send copies of most recent CIB and brochure
- ◆ Make appropriate revisions to the brochure describing the activities of the Division and containing an application for membership, and have copies printed.
- ◆ When regional, local meetings and other meetings have programs of interest to CINF or are cosponsored by CINF, arrange for setting out brochures.
- ◆ Receive weekly new member lists from CHMINF-L and send invitations to join to nonmembers on the lists.
- ◆ Write to people whose names are forwarded to the Division by ACS Headquarters as potential Division members or interested in learning more about the Division, and send them copies of the brochure.
- ◆ Update recruiting materials for the CINF web page and communicate with CINF webmaster.
- ◆ Provide CHMINF-L with paid membership count from September division roster. CINF will be billed \$1 per paid member per year for support of CHMINF-L.

##### 3.2.11.2.2. ACS National Meetings

- ◆ Ensure that there is a supply of brochures in the CINF meeting rooms and on the Information Desk in the ACS Registration area.
  - ◆ Stand at entrances to meeting rooms and hand brochures to attendees as they enter or exit. Receive applications from attendees who may complete them at the meeting and forward applications to ACS.
  - ◆ Pass out CINF stickers at the Welcoming Reception.
  - ◆ After meeting, send invitations to join CINF to speakers who are not members.
- 3.2.11.2.3. Member services
- ◆ Act as the principal contact with the ACS Membership Division.
  - ◆ Assist members with updating contact information. Encourage use of ACS web site for updating contact information.
  - ◆ Follow up on cancelled memberships to learn why they were cancelled and try to persuade these persons to renew membership.
- 3.2.11.2.4. Reporting
- ◆ Present short reports to the Executive Committee at National Meetings on total numbers of members and affiliates, number of new members, etc.
- 3.2.11.2.5. Liaisons
- ◆ Maintain liaison with the Program and Publications Committee and other relevant Division committees that require publicity, and handle marketing of material produced by a requesting committee.
  - ◆ Ask Publication and Membership Committee meeting to be scheduled consecutively in same room.
  - ◆ Assemble guidelines for publicity and make them available for local sections.
  - ◆ Compile lists of local section newsletters and other relevant publications and names of contacts. Maintain this list on the CINF web site.
  - ◆ Assist the Publications Committee with the publicity for any Salary Survey published (see Publications Committee procedures).

3.2.11.3. Timetable:

- Spring and Fall Meetings - Present a short report to the CINF Executive Committee on the total number of members and affiliates, number of new members, etc.

3.2.12. Nominating Committee

3.2.12.1. Term of Office: One year. Customarily the Past Chair serves as Chair of the Nominating Committee and selects at least two other members. Members of the Nominating Committee may not be candidates for any Division office.

3.2.12.2. Key Responsibilities:

3.2.12.2.1. Determine offices to be filled in that year and place calls for nominations in the first issues of the Chemical Information Bulletin and the CINF E-News.

3.2.12.2.2. Select at least two eligible candidates for each office to be filled. All paid-up full members of the Division who are members of the ACS are eligible to be nominated for Chair-Elect, Secretary, Treasurer, Councilor, or Alternate Councilor. Any elected officer of the Division who will not have completed his/her Term of Office at the end

of the election year is not eligible to be a candidate for another office in the following year.

3.2.12.2.3. Communicate with each candidate to ascertain the candidate's willingness to run and, if elected, to serve, and to inform the candidate that he/she must prepare and mail a biography to the Secretary by May 1.

3.2.12.2.4. Notify the Secretary by May 15 of the names of these candidates so ballots can be prepared and sent out.

3.2.12.3. Timetable:

- January 1-15 - Determine the offices to be filled and notify the Secretary and the Editor of the Chemical Information Bulletin.
- March - Select candidates and obtain short biographies. Transmit to the Secretary by May 15.
- Spring Meeting - Report names of candidates to the Executive Committee.

3.2.13. Program Committee

3.2.13.1. Term of Office and Composition:

3.2.13.1.1. The Committee Chair is appointed by the Division Chair, subject to the approval of the Executive Committee, for a term of two years. Typically, the Committee Chair is appointed after first serving a two year term as Assistant Committee Chair. Other members are appointed by the Committee Chair for a term of three successive one-year terms with the approval of the Division Chair. The Committee Chair may previously have served on the Committee. The Assistant Committee Chair is responsible for taking over management of the Technical Program at the ACS National Meeting in the Fall prior to starting official term as Committee Chair in January. The Program Committee Chair is a voting member of the Executive Committee.

3.2.13.1.2. In order to preserve the Committee's continuity, members' appointments are done in such a way that each year the various areas of chemical information processing (for example, academia, industry, U.S. government, publishers, database producers, database vendors, etc.) are represented to the extent possible in order to provide programs catering to the various needs and interests of the Division members.

3.2.13.1.3. The Chair-Elect of the Division, the Editor of the Journal of Chemical Information and Modeling, and the Editor of the Chemical Information Bulletin are ex officio members of the Program Committee.

3.2.13.2. Key Responsibilities:

3.2.13.2.1. Responsibilities of the Program Committee Chair:

- ◆ Attend the annual ACS Program Coordination Conference except when there is an Assistant Chair, who will attend.
- ◆ Organize and chair meetings of the Committee at the Spring and Fall National Meetings. Additional meetings may also be held at other times of the year at the request of the Chair. For each meeting, prepare the agenda and minutes and distribute the minutes to the Committee members as well as to the Executive Committee members.



- ◆ Plan for specific symposia to be presented at ACS National Meetings at least a year in advance, and coordinate joint and sponsored symposia with other ACS Divisions and Committees.
- ◆ Assume the responsibility for implementing the Division technical program at each ACS National Meeting during the tenure of the office. This includes:
  - ◇ Ensuring the quality of presentation with respect to both content and visual aids, such as slides and transparencies.
  - ◇ Chairing the general papers session.
  - ◇ Informing in advance the symposia chairs and individual speakers (for the general papers sessions) of all their duties and obligations.
  - ◇ Acknowledging prospective speakers, through the symposia chairs or directly, of receipt of all papers and their eventual acceptance or rejection.
  - ◇ Notifying the speakers, through the symposia chairs or directly, of the time and place of each presentation.
  - ◇ Handling operational details such as ensuring that the meeting rooms are in suitable condition, that adequate seating is provided, and that necessary audio-visual equipment is available and functioning properly.
  - ◇ Writing thank you notes after each meeting to the symposia chairs and to the individual speakers, through the symposia chairs or directly.
- ◆ Maintain necessary contacts with the ACS Department of Meetings and Divisional Activities, which includes:
  - ◇ Providing twice-a-year information on future Division programs to be published under "Calls for Papers for National and Divisional Meetings" in Chemical and Engineering News in June and December.
  - ◇ Preparing and submitting the preliminary program for each ACS National Meeting.
  - ◇ Preparing and forwarding the final program, with a complete set of abstracts, for each ACS National Meeting;
  - ◇ Forwarding the attendance figures after each ACS National Meeting.
- ◆ Provide the Committee and the Executive Committee with useful compilations and statistics, such as listings of past programs and summaries of attendance at the ACS National Meetings.
- ◆ Provide the Executive Committee on request with the written and oral reports on the Program Committee's activities, and to report on the same at the Divisional Business meetings.
- ◆ Cooperate with other Divisional Committees, in particular the Education Committee, on matters of mutual concern.
- ◆ Cooperate with the Editor of the Chemical Information Bulletin by providing him/her with advance copies of announcements, listings of future programs, and final programs (including abstracts of all the symposia and sessions in which the Division is involved, even in a "secondary" capacity) for each ACS National Meeting.
- ◆ Encourage submission of publication-version manuscripts of papers presented in the Divisional symposia and sessions to the Editor of the Journal of Chemical

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### 3.2.13.2.2. Responsibilities of Assistant Chair:

- ◆ Assist the Chair in managing the Program Committee's activities.
- ◆ Take over as chair of the Committee upon expiration of the incumbent Chair's term.
- ◆ Attend the ACS Program Coordination Conference.

### 3.2.14. Publications Committee (*revised April 18, 2005*)

3.2.14.1. Term of Office and Composition: The Committee Chair will serve a term of up to three successive one-year terms. The Chair will appoint an Assistant Chair to serve during his/her final year as Chair to ensure continuity. Other Committee members will include the Editor of the CIB, the CIB Associate Editor, the CIB Business Manager, the CIB Assistant Business Manager, the CINF E-News Editor, the Salary Survey Coordinator, and any regularly contributing corresponding editors. Each Committee member will serve a three-year term and may be appointed to one-year terms thereafter. All Committee members are appointed by the Committee Chair with the approval of the Division Chair.

### 3.2.14.2. Objectives:

3.2.14.2.1. To serve as the official communication vehicle for the Division. The Committee carries out the publication of the CIB and the CINF E-News. The CIB carries "official" material such as meeting abstracts, summaries of minutes, etc. It is distributed prior to each ACS National Meeting. The E-News is the "newsy" publication, distributed immediately after each ACS National Meeting and as otherwise recommended by the CINF Executive Committee. The Publications Committee also oversees the creation of a salary survey and the publication of the results. This survey will be taken every three years (1994, 1997, 2000, 2003, etc.) if approved by the CINF Executive Committee.

### 3.2.14.3. Key Responsibilities:

#### 3.2.14.3.1. Responsibilities of the Committee Chair:

- ◆ Coordinate all activities of the Committee and distribute a calendar year publication schedule in the fourth quarter of the preceding year.
- ◆ Schedule and chair one Committee meeting at each ACS National Meeting and distribute minutes of those meetings to all Division Functionaries.
- ◆ Identify and solicit material to be included in each issue of the Division's publications.
- ◆ Ensure that all publications are prepared and mailed on schedule.
- ◆ Appoint the Salary Survey Coordinator and Editor at the beginning of each survey publication cycle (see Salary Survey Coordinator).
- ◆ Recommend to the Executive Committee any format and subscription price changes as well as price changes for ads in the Bulletin.
- ◆ Prepare an annual publications budget in July of the preceding year for review at the Fall National ACS Meeting.



- ◆ Appoint an Assistant Chair during the final year as Chair to ensure continuity of expertise.

#### 3.2.14.3.2. Responsibilities of the Publication Committee Assistant Chair:

- ◆ Fulfill the responsibilities of the Committee Chair in his/her absence.
- ◆ Assist the Committee Chair throughout the year in order to learn the Chair's responsibilities.
- ◆ Assume the Committee Chair upon completion of a one-year apprenticeship.

#### 3.2.14.3.3. Responsibilities of the Chemical Information Bulletin Editor:

- ◆ Publish and direct the mailing of two issues of the CIB annually according to the schedule set by the Publications Committee Chair. This consists of issue before each of the ACS National Meetings. Additional issues may be published as dictated by news volume, special events, etc., with Executive Committee prior approval. The term "publish" includes the coordination of the editorial material, ads, and the organization of the typesetting and physical layout of each issue, as well as approval of press-proofs prior to printing, coordination of arrangements with a mail-house for domestic and foreign mailings. Final editorial discretion, control, and authority rests with this position. The Bulletin is to be sent to Division members, affiliates, and institutional subscribers. The CIB publication schedule is set at the end of each calendar year for the following year.
- ◆ Order ACS mailing labels via the CINF Secretary in time for distribution of each publication (allow 45 days). Label orders should be placed at the beginning of the year for each publication date in order to obtain a discount.
- ◆ Submit a report to the Publications Committee Chair prior to each ACS National Meeting and at the close of each calendar year.
- ◆ Provide the CIB Business Manager with extra copies of each issue for claims as well as for advertisers (exact number to be coordinated with the Business Manager).
- ◆ Provide the Archivist/Historian with five copies of each issue of the Bulletin.
- ◆ Provide twenty copies of each meeting issue to the Program Chair.
- ◆ Maintain appropriate postal registration and a postal account.
- ◆ Contact the CINF Treasurer at least 30 days before the postal account needs to be updated.

#### 3.2.14.3.4. Responsibilities of the CIB Assistant Editor:

- ◆ Assume the responsibilities of the CIB Editor in his/her absence.
- ◆ Assist the CIB Editor in order to learn the responsibilities of editorship.
- ◆ Assume the role of CIB Editor after completion of the apprenticeship.

#### 3.2.14.3.5. Responsibilities of the CIB Business Manager:

- ◆ Solicit advertisements for each issue of the CIB.
- ◆ Ensure the timely receipt of advertising copy by the CIB Editor.
- ◆ Issue invoices to advertisers and subscribers on the following schedule:

- ◇ Subscribers: invoices mailed immediate following the ACS National Meeting in the Fall.
- ◇ Advertisers: For those advertisers who commit to a package (same size ad in each of the two issues for a year), invoices will be mailed immediately following mailing of the Spring issue; for all others they will be mailed after each issue containing their ad is mailed.
- ◆ Collect checks from advertisers and subscribers and forward them to the Treasurer.
- ◆ Report activities to the Publications Committee Chair prior to each ACS National Meeting and at year's end.
- ◆ Fill claims for missing issues.
- ◆ Recommend price changes in July of the preceding year.
- ◆ Submit a budget and revenue forecast to the Publications Committee Chairman in July of the preceding year.
- ◆ Attend the ACS National Meetings, particularly the Publications Committee and Executive Committee meetings.

#### 3.2.14.3.6. Responsibilities of the CIB Assistant Business Manager

- ◆ Assume the responsibilities of the CIB Business Manager in his/her absence.
- ◆ Assist the CIB Business Manager in order to learn the responsibilities of editorship.
- ◆ Assume the role of CIB Business Manager after completion of the apprenticeship.
- ◆ Timetable for the CIB Business Manager (and CIB Assistant Business Manager):  
The Publications Committee sets the overall timeline when it sets the publication schedule for the CIB in the fourth quarter of the preceding year. The exact dates of deadlines for confirmation of advertisements and receipt of ad copy are set each year by the Committee Chair. The following schedule is representative of the annual schedule:
  - ◇ January - Complete the solicitation of ads for the Spring issue. Confirm the number and size of ads with the Editor, and send a confirmatory letter to the Editor, detailing the number, size, and customer for each ad. [See MS-Excel spreadsheet for previous year.]
  - ◇ January - Submit Annual Report to Publications Committee Chair. Recommend CIB page count based on projected ad, subscription, and foreign mailing dues income.
  - ◇ March - On receipt of extra copies of the Spring issue from the Editor, submit first quarter activity report to the Publications Committee Chair.
  - ◇ April - Review CIB revenues, expenses to recommend ad price, subscription rate, and/or foreign mailing price rate changes.

- ◇ May - Review and revise if necessary the CIB Advertising & Ordering Information Sheet and the CIB Advertising Space Reservation Form on the CINF website
- ◇ May - Begin soliciting ads for the Summer issue.
  - Submit ad solicitation message to CINF membership email list, discussion lists [CHMINF-L, PIUG-L, SLA, etc.] and other appropriate recipients
  - Remind reserved advertisers of ad copy submission deadline.
  - Solicit unreserved, previous advertisers with reminder of ad copy submission deadline.
  - Solicit select prospective advertisers with personal message and reminder of ad copy submission deadline.
- ◇ June - Complete the solicitation of ads for the Summer issue. Confirm the number and size of ads with the Editor, and send a confirmatory report to the Editor, detailing the number, size, and customer for each ad. [Use MS-Excel spreadsheet from Spring CIB issue.] Recommend CIB page count based on projected ad, subscription, and foreign mailing dues income..
- ◇ July - Send Advertiser and Subscriber mailing lists to CIB Assistant Editor. Submit annual budget revenue forecast and pricing recommendations for the coming year to the Publications Committee Chair. Submit second quarter activity report to the Publications Committee Chair.
- ◇ August - Recommend ad price, subscription rate and/or foreign mailing price rate changes based on CIB revenues, expenses.
- ◇ August/September - Update CIB Ad Fact Sheet, Ad Reservation Form [ad types, prices, submission schedules.]
- ◇ September/October - Send out invoices for the Spring and Fall issues. Remind all previous advertisers to consider the CIB in their advertising budgets for the next year. Send out invoices for CIB institutional subscriptions.
  - Update advertiser and subscriber MailMerge invoice template documents with ad page numbers. Generate advertiser and subscriber MailMerge data spreadsheets. Merge invoice templates and data spreadsheets. Review each invoice carefully prior to mailing
  - Note: Ensure invoices state to make check out to “CINF, ACS” DO NOT place your name anywhere on the invoices as checks with your name will need to be returned. In addition it is recommended that the Business Manager use their home payment mailing address on invoices and all CIB ad contact information to prevent checks being cashed by their employer.
- ◇ October/November/December - Contact standing order advertisers concerning the coming year. Solicit CIB ads via membership email list, on discussion lists [CHMINF-L, PIUG-L, SLA, etc.], and other appropriate recipients. Begin next year MS-Excel Orders spreadsheet. [Use previous year spreadsheet as template.]

- ◇ December - Update CINF Business Manager sections of Publications Committee Procedures and send for review.

#### 3.2.14.3.7. Responsibilities of the CINF E-News Editor:

- ◆ Solicits contributions for the E-News that is published twice a year approximately 6 weeks after each ACS National Meeting
- ◆ Compiles the E-News by selecting appropriate contributions that are of interest to the CINF membership
- ◆ Obtains a list of sponsors from the Fundraising Chair so that they may be listed in the E-News
- ◆ Contacts a representative from each sponsor and offers a link to relevant press releases
- ◆ Submits a draft copy of the E-News to other Publications Committee members for proofreading
- ◆ Submits the final copy of the E-news to the CINF Webmaster who will link it to the website.

#### 3.2.14.3.8. Responsibilities of Salary Survey Coordinator/Editor:

- ◆ The Salary Survey Coordinator is responsible for developing the survey instrument, managing the printing/mailing of the survey instrument, and handling the details of publishing the results.
- ◆ The Salary Survey Editor, if not also serving as Coordinator, coordinates the data input, writing, and editing of the survey results.

### 3.2.15. Tellers Committee

3.2.15.1. Term of Office: One year for Chair and at least two members. No member of the Committee may be considered for candidacy to elected office in the Division.

#### 3.2.15.2. Key Responsibilities:

3.2.15.2.1. Count the ballots and report the results to the CINF Chair, Secretary, the Executive Committee, and the Editor of the Chemical Information Bulletin. This should be done after the first Monday in August.

3.2.15.2.2. [NOTE: Elections shall be held by a preferential ballot according to the Hare system or such other method of counting preferential ballots as the Executive Committee may adopt. In case of a tie, a vote by the members of the Executive Committee shall decide the winner. Prompt notification of election results shall be made to the Secretary, who in turn will notify the candidates. Affiliates may not vote for Councilors and Alternate Councilors. Therefore, all return ballots shall be separated into two groups, members and affiliates. Any votes for Councilor or Alternate Councilor among the Affiliate group shall not be counted.

#### 3.2.15.3. Timetable:

- August 1 - Count the ballots. Report the results to the Division Chair, the Secretary and the Editor of the Chemical Information Bulletin.

- Fall Meeting - Report the election results to the Executive Committee

### 3.3. Duties of CINF Liaison Representatives

#### 3.3.1. ACS Secretariat Representatives

3.3.1.1. Term of Office: The Division Chair may appoint representatives to meetings of any Secretariat that CINF wishes to participate in [currently only the Biotechnology Secretariat]. There is no fixed term of office.

3.3.1.2. Responsibilities:

- 3.3.1.2.1. Attend meetings of the specific Secretariat and to report all relevant issues to the Executive Committee.
- 3.3.1.2.2. Represent the Division in activities of the specific Secretariat.

#### 3.3.2. ASIS Liaison Representative

3.3.2.1. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.

3.3.2.2. Responsibilities:

- 3.3.2.2.1. Report to the Executive Committee ASIS plans for future symposia, workshops, etc., of interest to CINF members.
- 3.3.2.2.2. Advise the Executive Committee of possible areas of cooperation or conflict with ASIS.

#### 3.3.3. SLA Liaison Representative

3.3.3.1. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.

3.3.3.2. Responsibilities:

- 3.3.3.2.1. Report to the Executive Committee SLA plans for future symposia, workshops, etc., of interest to CINF members.
- 3.3.3.2.2. Advise the Executive Committee of possible areas of cooperation or conflict with SLA.

#### 3.3.4. ACRL Liaison Representative

3.3.4.1. Term of Office: Indefinite, from ACS perspective. Appointed for 3 year terms by the President of ACRL, in consultation with the ACRL Professional Liaison Committee.

3.3.4.2. Responsibilities:

- 3.3.4.2.1. Report to the CINF and ACRL membership news of mutual interest, primarily via reports to executive committees, etc. Information provided should include reports of upcoming meetings and past meetings, information for committees working on similar issues, etc.

- 3.3.4.2.2. Take actions to improve understanding of mutual areas of interest for either organization.
- 3.3.4.2.3. Advise the Executive Committee of possible areas of cooperation or conflict with ACRL.

### 3.3.5. ACS Committee on Nomenclature Representative

3.3.5.1. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.

#### 3.3.5.2. Responsibilities:

- 3.3.5.2.1. Report to the Executive Committee on the areas of concern, topics under consideration, planned and scheduled meetings and symposia, etc., of the ACS Committee on Nomenclature of interest to CINF members.
- 3.3.5.2.2. Advise the Executive Committee of possible areas of cooperation (e.g., joint symposia) or potential conflicts with the ACS Committee on Nomenclature.

## 3.4. Miscellaneous Functions

### 3.4.1. Archivist/Historian

3.4.1.1. Term of Office: Indefinite. Appointment reviewed annually by the Division Chair.

3.4.1.2. Selection: The Archivist/Historian is selected by the Division Chair. The Archivist/Historian selects Division members on an ad hoc basis to assist in fulfilling his/her responsibilities.

#### 3.4.1.3. Responsibilities:

- 3.4.1.3.1. Collect, maintain, and organize the records, correspondence, and reports of permanent value to the Division. To aid in organizing and repackaging the above, the Archivist/Historian will solicit the assistance of past officers and committee chairs. The objective of the organizing and repackaging is to reduce the voluminous records, correspondence, and reports into a meaningful, readable, and usable history of significance to future officers and committee chairs.
- 3.4.1.3.2. Interview Division members who have made major contributions to chemical information science, recording the interviews and making the recordings available to interested members of the Division. Various Division members will be recruited to assist in these interviews.
- 3.4.1.3.3. Write a continuing history of the Division of Chemical Information.
- 3.4.1.3.4. Alert the Divisional Executive Committee to the significant anniversaries, related to Divisional history, and worthy of observing through special symposia, receptions, publications, etc.

### 3.4.2. Subdivision Officers

3.4.2.1. [NOTE: At this time there are no Subdivisions in CINF. However, at such time as there are subdivisions, these positions shall be activated and shall be filled.]

## 4. CINF Division Awards

### 4.1. Herman Skolnik Award

4.1.1. Purpose: The ACS Division of Chemical Information established this Award to recognize outstanding contributions to and achievements in the theory and practice of chemical information science. The Award is named in honor of the first recipient, Herman Skolnik. By this Award, the Division of Chemical Information hopes to encourage the continuing advancement of chemical information science in areas such as: Design of new and unique computerized information systems; Preparation and dissemination of chemical information; Editorial innovations; Design of new indexing, classification, and notation systems; Chemical nomenclature; Structure-activity relationships; and Numerical data correlation and evaluation.

#### 4.1.2. Nature:

4.1.2.1. The award shall consist of a plaque and a \$2000 honorarium to be awarded annually at the Fall ACS National Meeting, provided qualified candidates are proposed and an awardee is selected.

4.1.2.2. The recipient of the award is expected to deliver an award address to the Division at the occasion on which the award is presented. This may be followed by a symposium organized to honor the awardee; in recent years, the Award Symposium has been organized by the recipient. Following the symposium there may be a Reception in honor of the awardee.

#### 4.1.2.3. Establishment and Support::

4.1.2.3.1. The award was established by vote of the Divisional Executive Committee in 1976 and is supported by the Division of Chemical Information. The initial recipient of this award, in 1976, was Herman Skolnik.

#### 4.1.3. Rules of Eligibility:

4.1.3.1. The recipient must have made an outstanding contribution to the field of chemical information. The recipient is selected by the Herman Skolnik Award Jury. The award is international in scope.

#### 4.1.4. Rules of Selection:

4.1.4.1. The Divisional Awards Committee will solicit nominations by a suitable call for nominations in the Chemical and Engineering News, Chemical Information Bulletin, and any other appropriate information community media prior to January 31 of the year preceding the award. The deadline for receiving nominations will be June 1 of that year.

4.1.4.2. A nomination packet, consisting of a nominating letter describing the candidate's contributions to the field of chemical information, supportive materials (such as a biographical sketch and a list of publications and presentations, and three seconding letters in support of the nomination are required. Submission of these materials in electronic form



is preferred (as emails with attached files). The nomination packet should be sent to the chair of the CINF Awards Committee.

- 4.1.4.3. Nominations will be assessed and previous Award winners may be consulted. The selection will be made by the Herman Skolnick Award jury before the Executive Committee meeting of the Fall ACS National Meeting of the year preceding the award. After the winner is selected and has agreed to accept the award, a public announcement of the winner will be made.
- 4.1.4.4. The award will be presented at the Fall ACS National meeting of the next year. The recipient will be notified in a sufficiently timely manner to provide an opportunity to nominate speakers and suggest appropriate topics for the award symposium.
- 4.1.4.5. An announcement of the Award will be made in the Chemical & Engineering News and the Chemical Information Bulletin following the fall ACS meeting of the year preceding the year in which the Award is to be presented.

#### 4.1.5. Description and Availability of the Plaque:

4.1.5.1. A 8" x 11" walnut plaque displaying an ACS emblem and engraved as follows:

- Division of Chemical Information
- [year] Herman Skolnick Award
- Presented to
- [Awardee]
- In Recognition of Outstanding Contributions
- to the Field of Chemical Information
- [Month Day, Year]
- If feasible, the Divisional logo should be included.
- The plaque may be ordered from the Department of Membership Activities, American Chemical Society, Washington, D.C.

## 4.2. Patterson-Crane Award

4.2.1. Purpose: To recognize outstanding contributions of international notice to the documentation of chemistry or to chemical information theory or practice.

#### 4.2.2. Nature:

- 4.2.2.1. The award consists of a \$2,000 honorarium and a personalized commendation to be awarded every other year, in odd-numbered years, at either a Dayton or Columbus Local Section meeting in May or June, provided qualified candidates are nominated and an awardee is selected.
- 4.2.2.2. The recipient of the award is expected to deliver an award address to the section, at which time the award will be presented.

#### 4.2.3. Establishment and Support::

- 4.2.3.1. The Austin M. Patterson Award was established in 1949 by the Dayton Local Section in honor of its first recipient. In 1975, the Austin M. Patterson - E.J. Crane Award was established to be jointly sponsored by the Dayton and Columbus Local Sections. The first recipient of the joint award was Ben H. Weil in 1977.



4.2.3.2. The award is supported by subscription of the Patterson family, by the income from the Helen G.Crane Fund of the Columbus Foundation, and from the Patterson-Crane Award Fund of the Columbus Section.

4.2.4. Rules of Eligibility:

4.2.4.1. The recipient must have made an outstanding contribution to the field of chemical information. The award is international in scope.

4.2.5. Rules of Selection:

4.2.5.1. The Patterson-Crane Award Committee will solicit nominations by a suitable call for nominations in the Chemical & Engineering News, ACS Local Section Bulletins, and national and international chemical information science media prior to October 1 of the year preceding the award year, with a deadline for nominations of the following January 31.

4.2.5.2. The selection will be made by March 1 of the award year. The awardee is selected by the Patterson-Crane Award Committee, which consists of three members of the Dayton Section, three members of the Columbus Section, and the Chair of the Division (or a personal representative appointed by the Chair - see Section 3.1.1 above).

4.2.5.3. A press release announcing the awardee will be sent to the Chemical and Engineering News, and national and foreign information community media.

4.3. Lucille Wert Student Scholarship Award

4.3.1. Purpose: To help persons with an interest in the fields of chemistry and information to pursue graduate study in library, information, or computer science.

4.3.2. Nature:

4.3.2.1. The award consists of a \$1,000 grant and a certificate to be awarded annually, provided qualified candidates apply and an awardee is selected.

4.3.2.2. The award will be presented at a meeting of the ACS Local Section closest to the awardee's school on a mutually agreed upon date when possible.

4.3.2.3. Establishment and Support::

4.3.2.4. The award was established by vote of the Executive Committee in 1988 and is supported by the Division. The first recipient was Joan M. Evans in 1989.

4.3.3. Rules of Eligibility:

4.3.3.1. To be eligible one must have an Undergraduate degree with a major in Chemistry, and have been accepted into a graduate program in Library, Information or Computer Science. Work experience in Library, Information or Computer Science is preferred

4.3.4. Rules of Selection:

4.3.4.1. The Divisional Awards Committee will solicit applications by a suitable call for applications published in the Chemical Information Bulletin, and distributed to the information community professional organizations and graduate schools. The information

will be provided prior to December 31 of the year preceding the award year, with a deadline of the following March 1 for receipt of applications.

4.3.4.2. The selection will be made at the Divisional Spring meeting. The awardee is selected by the Awards Committee.

4.3.4.3. An announcement will be published in the Chemical Information Bulletin and distributed to appropriate information organizations and graduate schools.

#### 4.4. Meritorious Service Award

4.4.1. Purpose: To recognize outstanding contributions to the Division.

4.4.2. Nature:

4.4.2.1. The award shall consist of an engraved plaque or framed certificate, to be presented at the Division luncheon at the Fall ACS National Meeting.

4.4.2.2. There may be given to more than one person per year.

4.4.2.3. An individual may receive the award only once.

4.4.3. Rules of Eligibility:

4.4.3.1. The recipient(s) must be members of the Division who have performed activities benefiting the Division and deserving of special recognition. Current Chair, Chair-Elect, Treasurer, and Secretary are ineligible to receive this award. The contribution to the Division might, for example, be the preparation of a major report or study, completion of term as Editor of a Division publication, continuing leadership of the Division in a particular area, or sustained active contribution to major tasks over many years.

4.4.4. Rules of Selection:

4.4.4.1. A call for nominations will be published in printed and electronic publications for the Division and on the CINF Web site. Nominations may be submitted to the Awards Committee by letter, fax, or email, with a deadline of March 1st. The Awards Committee will receive nominations and select award winner(s). The Chair of the Division will notify the winner(s). The award will be presented at the Division luncheon at the following National Meeting. A press release will be prepared by the Awards Committee and will be sent by the Awards Committee to the same printed and electronic venues as other Division award announcements.

**APPENDIX I**  
**DIVISION TIMETABLE HIGHLIGHTS**

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
January	Division Annual Report packets mailed to CINF Chair	CINF Secretary	ACS	ACS	[same every year]
January	Nominations for all nationally administered ACS Awards due	CINF Chair	ACS Awards Committee	ACS	CINF Chair
January (2nd week)	Ads confirmed for Spring Issue due to Chemical Information Bulletin	Advertisers	CIB Business Manager & CIB Editor	CINF	CINF Publications Chair
January	Find CINF Luncheon Speaker for Spring ACS Meeting	CINF Chair	CINF Chair	CINF	[same every year]
January (2nd week)	Finalize fundraising to support CINF Social Events at Spring ACS Meeting	CINF Chair-Elect	CINF Chair	CINF	[same every year]
January	Order Past Chair Pin from ACS Online Store	CINF Chair	CINF Past-Chair	CINF	[same every year]
January (2nd week)	Future Program announcements	CINF Program Chair	ACS Meetings Office	ACS	CINF Program Chair
January (1st week)	Spring Final Program Due	ACS Program Chair	ACS Meetings Dept.	ACS	CINF Program Chair
January (1st week)	Fall Meeting Call for Papers and Meetings Calender Published in C&EN and on the web	ACS	ACS Program Chair	ACS	CINF Program Chair
January (1st week)	Meeting Room Assignments Ready for Spring ACS Meeting	ACS	CINF Chair & CINF Program Chair	ACS	CINF Program Chair
January (1 <sup>st</sup> or 2 <sup>nd</sup> week)	Copy due for Spring Issue due to Chemical Information Bulletin	CINF Chair, CINF Committee Chairs, and others	CIB Editor	CINF	CINF Publications Chair
January (1 <sup>st</sup> or 2 <sup>nd</sup> week)	Order mailing labels for Spring Issue of the Chemical Information Bulletin	CINF Secretary	CIB Editor	CINF	CINF Publications Chair
January (mid-month)	Preliminary program for Spring ACS Meeting published in C&EN and on the web	ACS	ACS Members	ACS	CINF Program Chair
January (mid-month)	Nov/Dec Rosters Mailed to Divisions	ACS Membership	CINF Membership Committee	ACS	CINF Membership Chair

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
January (3 <sup>rd</sup> week)	Add Artwork received for Spring Issue of Chemical Information Bulletin	Advertisers	CIB Editor	CINF	CINF Publications Chair
January (mid- to late-)	Division Officer's Training Conference	ACS	CINF Chair-Elect, Secretary or Treasurer (alternating years) and/or Membership Chair	ACS	CINF Chair
2 months before Spring Meeting	Nominations due for CINF Meritorious Award for ACS Spring Meeting	CINF Members	CINF Awards Chair	CINF	CINF Awards Chair
January 31st	CINF Functionary Annual Reports due for Previous Calendar Year	CINF Functionaries	CINF Secretary	CINF	[same every year]
January (late)	Deadline for Receipt of Menu Selection to ACS	CINF Chair	ACS Meeting Planner	ACS	CINF Chair
February	Financial Reports due for Previous Calendar Year	CINF Treasurer	CINF Auditor	CINF	CINF Treasurer
February	Financial Report Completed for Previous Calendar Year	CINF Auditor	ACS & CINF Treasurer	ACS	CINF Treasurer
January	Order CINF Meritorious Awards Plaque(s)	CINF Awards Chair	CINF Meritorious Award winner(s)	CINF	[same every year]
1st week of February	Spring issue of Chemical Information Bulletin sent to printer	CIB Editor	CIB Printer	CINF	CINF Publications Chair
Mid February	Call for papers for Fall ACS Meeting published in C&EN			ACS	CINF Program Chair
February 15th	Form 1099 submitted to IRS by Treasurer on award income earned by domestic recipients during previous calendar year	CINF Treasurer	Internal Revenue Service	CINF	[same every year]
February 15th	Division Annual Allotments Available upon Receipt of Secretary/Treasurer Annual Reports from Previous Calendar Year	CINF Secretary & CINF Treasurer	ACS Office of Divisional Activities	ACS	[same every year]
In February, 2 weeks after issue is sent to printer	Spring issue of Chemical Information Bulletin mailed	CIB Printer?	CINF Members & Subscribers	CINF	CINF Publications Chair

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
4-6 weeks before Spring meeting	Information for Sponsor signs for Spring Meeting	CINF Chair Elect	???	CINF	???
Late February	Deadline for Final Meal Count(s)/Guarantee(s)	CINF Chair	ACS Meeting Planner	ACS	CINF Chair
Late February or early March	Final program for Spring ACS Meeting published in C&EN	ACS	ACS Members	ACS	CINF Program Chair
February-March	CINF Membership Directory printed and mailed to members	CINF Publications Committee & CINF Membership Committee	CINF Members	CINF	CINF Publications Chair & CINF Membership Chair
Mid-February to Early March every 2 or 3 years	Patterson-Crane Award Jury (held in Columbus, OH; last held 2001)	CINF Chair	ACS Columbus-Dayton Sections	ACS Columbus Dayton Sections	CINF Chair
3 weeks before Spring Meeting	CINF Functionaries submit reports for Spring ACS Meeting to CINF Chair	CINF Functionaries	CINF Chair	CINF	CINF Chair
2 weeks before Spring Meeting	Executive Committee Meeting agenda for Spring ACS Meeting distributed	CINF Chair	CINF Functionaries	CINF	CINF Chair
March 15th	CINF Division Annual Report from Previous Calendar Year due to ACS Headquarters	CINF Secretary	ACS Office of Divisional Activities	CINF	[same every year]
March 15th	Forms submitted to IRS by Treasurer on award income earned to non-resident aliens during previous calendar year	CINF Treasurer	Internal Revenue Service	CINF	[same every year]
February or March	OASys opens to public	ACS M&E	CINF Program Chair	ACS	CINF Program Chair
March	Nominations for Lucille Wert Student Scholarship Award due	ACS Members & CINF Awards Committee?	CINF Awards Chair	CINF	CINF Awards Chair
Mid-January	Jan/Feb Rosters Mailed to Divisions	ACS Membership	CINF Membership Committee	ACS	CINF Membership Chair

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Saturday before start of Spring Meeting (usually late March)	CINF Executive and CINF Committee Meetings at the Spring ACS Meeting	CINF Functionaries and Committee Members	CINF Functionaries and Committee Members	CINF	CINF Chair
Saturday before start of Spring Meeting (usually late March)	Divisional Officer's Caucus	ACS Office of Divisional Activities	CINF Officers	ACS	CINF Chair
Saturday before start of Spring Meeting (usually late March)	Divisional Officer's Group Reception/Dinner (DOG Dinner)	ACS Office of Divisional Activities	CINF Officers	ACS	CINF Chair
Usually late March or early April	Spring National ACS Meeting	ACS	ACS Members	ACS	CINF Chair
Sunday morning of Spring Meeting (usually late March)	Pick up CINF Luncheon Tickets to sell to members (note: tickets printed exceed max. number submitted in room reservation request by Chair).	ACS Headquarters Office at Conference	CINF Chair	ACS	[same every year]
Sunday of Spring Meeting (usually late March)	Committee on Meetings & Expositions Open Meeting	ACS	CINF Program Chair	ACS	CINF Chair
Sunday of Spring Meeting (usually late March)	Committee on Divisional Activities Open Meeting	ACS	CINF Officers?	ACS	CINF Chair
Sunday evening of Spring Meeting (usually late March)	CINF Welcoming Reception	CINF Chair	CINF Members	CINF	[same every year]

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Monday of Spring Meeting (usually late March)	Newsletter Editor's Workshop	ACS	CINF Editors	ACS	CINF Chair
Monday of Spring Meeting (usually late March)	End CINF Luncheon Ticket Sales at Noon; Submit Final Headcount to ACS Headquarters Station so that reservation can be revised as needed with restaurant serving lunch	CINF Members	CINF Chair	CINF	[same every year]
Monday of Spring Meeting (usually late March)	CINF Business Meeting	CINF Chair	CINF Members	CINF	[same every year]
Tuesday of Spring Meeting (usually late March)	CINF Luncheon. Give CINF Meritorious Award winner(s) plaque and pin to CINF Past-Chair	CINF Chair	CINF Past-Chair	CINF	[same every year]
Tuesday evening of Spring Meeting (usually late March)	CINF Reception (Optional)	CINF Chair	CINF Members	CINF	[same every year]
Wednesday of Spring Meeting (usually late March)	Meetings & Expositions and Program Chair's Luncheon	ACS	CINF Program Chair	ACS	CINF Chair
Early April	Room Reservations for Committee Meetings and Social Events at Fall ACS Meeting	CINF Chair	ACS	ACS	CINF Chair
April 1st	Nominations for Chair-Elect (for following calendar year), Treasurer or Secretary (for following two calendar years, positions elected in alternate years), Councilor and Alternate Councilor (for following three calendar years)	CINF Nomination Committee of CINF Members?	CINF Nominations Chair	CINF	[same every year]

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
April 7th	Reports from Symposia Chairs due for sessions receiving a ACS Corporation Associates Grant	CINF Symposia Chairs	CINF Chair-Elect	CINF	[same every year]
April 15th	Nominees' Biographical Information and Statement due	CINF Nominations Chair	CINF Secretary	CINF	[same every year]
2-3 weeks after Spring Meeting	Copy due for <b>1st</b> issue (prior to 2001, this was the second issue) for this calendar year of CINF E-News (in 2001 this is v.2 no.2)	CINF Chair, CINF Committee Chairs, and other contributors	CINF E-News Editor	CINF	CINF Publications Chair
3rd week in April	Abstracts for Fall ACS Meeting due (OASys public close date)	CINF Speakers for Fall ACS Meeting	CINF Symposia Chairs & OaSys	ACS	[same every year]
April 15th	Submit Final Reports to ACS Corporation Associates for grants awarded for Spring ACS Meeting	CINF Chair-Elect	ACS Corporation Associates	ACS Corp. Associates	CINF Chair-Elect
April 15th	ACS Corporation Associates Proposals due for Fall ACS Meeting	CINF Symposia Chairs	CINF Chair-Elect	CINF	CINF Chair-Elect
May	Ads confirmed for Fall issue of Chemical Information Bulletin	Advertisers	CIB Business Manager & CIB Editor	CINF	CINF Publications Chair
On or before May 1st	ACS Corporation Associates Grant Requests due for Fall ACS Meeting	CINF Chair-Elect	ACS Corporation Associates	ACS Corp. Associates	CINF Chair-Elect
May	Fall Symposia Highlights due	CINF Program Chair	ACS Meetings Office	ACS	CINF Program Chair
Mid-May	Mar/Apr Rosters Mailed to Divisions	ACS Membership	CINF Membership Committee	ACS	CINF Membership Chair
4-6 weeks after Spring Meeting	Distribute 2nd issue for this calendar year of CINF E-News (v.2 no.2 in 2001)	CINF Membership Chair & CINF E-News Editor	CINF Members	CINF	CINF Publications Chair
May 15th	Federal Income Tax Return submitted by Treasurer	CINF Treasurer	Internal Revenue Service	IRS	[same every year]
2nd week in May	Fall ACS Meeting Preliminary Program due	CINF Program Chair	ACS	ACS	CINF Program Chair



<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
4th week in May	Fall ACS Meeting Final Program due	CINF Program Chair	ACS	ACS	CINF Program Chair
June	Find CINF Luncheon Speaker for Fall ACS Meeting	CINF Chair	CINF Chair	CINF	[same every year]
2nd week in June	Finalize fundraising to support CINF Social Events at Fall ACS Meeting	CINF Chair-Elect	CINF Chair	CINF	[same every year]
1st week of January	Meeting Room Assignments Ready for Fall ACS Meeting	ACS	CINF Chair & CINF Program Chair	ACS	CINF Program Chair
2nd week of June	Future Program Announcements	CINF Program Chair	ACS Meetings Office	ACS	CINF Program Chair
June 1st	Election Ballots mailed to CINF Members and Affiliates	CINF Teller	CINF Members and Affiliates	CINF	[same every year]
1st week of June	Copy due for Fall issue of the Chemical Information Bulletin	CINF Chair, CINF Committee Chairs, and other contributors	CIB Editor	CINF	CINF Publications Chair
1st week of June	Ad Artwork received for Fall issue of the Chemical Information Bulletin	CIB Business Manager	CIB Editor	CINF	CINF Publications Chair
Mid-June	Preliminary Fall ACS Program published in C&EN and on the web	ACS	ACS Members	ACS	CINF Program Chair
2 months before Fall ACS Meeting	Nominations for CINF Meritorious Award due	CINF Members	CINF Awards Chair	CINF	CINF Awards Chair
Late June	Deadline for Receipt of Menu Selection to ACS	CINF Chair	ACS Meeting Planner	ACS	CINF Chair
3rd week of June	Fall issue of Chemical Information Bulletin sent to printer	CIB Editor	CIB Printer	CINF	CINF Publications Chair
July 1st	Order Plaques for winners of Skolnik Award, CINF Meritorious Award, and Lucille Wert Student Scholarship Award	CINF Awards Chair	CINF Award winners	CINF	[same every year]
June 1 (formerly July 1)	Nominations for Herman Skolnik Award due (for next year's winner)	CINF Members and others	CINF Awards Chair	CINF	[same every year]

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Early July	San Diego Call for Papers and Meetings Calendar Published in C&EN and on the web	ACS	CINF Program Committee	ACS	CINF Program Chair
In July, 2 weeks after issue is sent to printer	Fall issue of the Chemical Information Bulletin mailed	CIB Printer	CINF Members and subscribers	CINF	CINF Publications Chair
Mid-July	May/June Rosters Mailed to Divisions	ACS Membership	CINF Membership Committee	ACS	CINF Membership Chair
4-6 weeks before Spring meeting	Information for Sponsor signs for fall Meeting	CINF Chair Elect	???	CINF	???
Late July or Early August; every 2 years	Teaching Chemical Information Workshop (at BCCE)	CINF Education Chair	ACS Members	ACS Division of Chemical Education	CINF Education Chair
Late July	Deadline for Final Meal Count(s)/Guarantee(s)	CINF Chair	ACS Meeting Planner	ACS	CINF Chair
Late July	Final Fall ACS program published in C&EN	ACS	ACS Members	ACS	CINF Program Chair
August	Committee Chairs/Members selected for following calendar year	CINF Functionaries and CINF Committee Chairs	CINF Chair and CINF Chair-Elect	CINF	[same every year]
3 weeks before Fall ACS Meeting	CINF Functionaries submit reports for Fall ACS Meeting	CINF Functionaries	CINF Chair	CINF	CINF Chair
August 7th	Election Ballots due to Teller	CINF Members and Affiliates	CINF Teller	CINF	[same every year]
2 weeks before Fall ACS Meeting	Executive Committee Meeting agenda for Fall ACS Meeting distributed	CINF Chair	CINF Functionaries	CINF	CINF Chair
2 weeks before Fall ACS Meeting	Draft CINF Budget for following calendar year distributed	CINF Chair-Elect	CINF Functionaries	CINF	CINF Chair
Mid-August	Division dues checks mailed to Treasurer	ACS	CINF Treasurer	ACS	CINF Chair

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Friday before start of Fall ACS Meeting	CINF Planning Meeting at Fall ACS Meeting	CINF Chair	CINF Planning Committee Members	CINF	CINF Chair
Saturday before start of Fall ACS Meeting (usually late August)	CINF Executive and CINF Committee Meetings at the Fall Meeting	CINF Functionaries and Committee Members	CINF Functionaries and Committee Members	CINF	CINF Chair
Saturday before start of Fall ACS Meeting (usually late August)	Committee on Divisional Activities -- Subcommittee Meetings	ACS	CINF Participants	ACS	CINF Chair
Saturday before start of Fall ACS Meeting (usually late August)	Divisional Officer's Caucus	ACS Office of Divisional Activities	CINF Officers	ACS	CINF Chair
Saturday before start of Fall ACS Meeting (usually late August)	Divisional Officer's Group Reception/Dinner (DOG Dinner)	ACS Office of Divisional Activities	CINF Officers	ACS	CINF Chair
Sunday-Thursday; usually held late August	Fall National ACS Meeting	ACS	ACS Members	ACS	CINF Chair
Sunday morning of Fall ACS Meeting (usually late August)	Pick up CINF Luncheon Tickets to sell to members (note: tickets printed exceed max. number submitted in room reservation request by Chair).	ACS Headquarters Office at Conference	CINF Chair	ACS	[same every year]
Sunday of Fall ACS Meeting (usually late August)	Committee on Meetings & Expositions Open Meeting	ACS	CINF Program Chair	ACS	CINF Chair

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Sunday of Fall ACS Meeting (usually late August)	Committee on Divisional Activities Open Meeting	ACS	CINF Officers?	ACS	CINF Chair
Sunday of Fall ACS Meeting (usually late August)	Teaching Chemical Information Workshop (at Fall ACS Meeting)	CINF Education Chair	ACS Members	CINF	CINF Education Chair
Sunday of Fall ACS Meeting (usually late August)	CINF Welcoming Reception	CINF Chair	CINF Members	CINF	[same every year]
Monday of Fall ACS Meeting (usually late August)	Newsletter Editor's Workshop	ACS	CINF Editors	ACS	CINF Chair
Monday of Fall ACS Meeting (usually late August)	End CINF Luncheon Ticket Sales at Noon; Submit Final Headcount to ACS Headquarters Station so that reservation can be revised as needed with restaurant serving lunch	CINF Members	CINF Chair	CINF	[same every year]
Monday of Fall ACS Meeting (usually late August)	CINF Business Meeting	CINF Chair	CINF Members	CINF	[same every year]
Tuesday of Fall ACS Meeting (usually late August)	CINF Luncheon. Give Skolnik Award winner & CINF Meritorious Award winner(s) plaques.	CINF Chair	CINF Past-Chair	CINF	[same every year]
Tuesday evening of Fall ACS Meeting (usually late August)	CINF Skolnik Reception	CINF Chair	CINF Members	CINF	[same every year]

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Wednesday of Fall ACS Meeting (usually late August)	Meetings & Expositions and Program Chair's Luncheon	ACS	CINF Program Chair	ACS	CINF Chair
Wednesday of Fall ACS Meeting (usually late August)	ACS Council Meeting	CINF Councilors	CINF	ACS	[same every year]
September	Submit article announcing Skolnik Award winner to C&EN as well as other publications	CINF Awards Chair	ACS & CINF Publications	CINF	[same every year]
September 1st	Reports from Symposia Chairs due for sessions receiving a ACS Corporation Associates Grant	CINF Symposia Chairs	CINF Chair-Elect	CINF	[same every year]
September 15th	Submit Final Reports to ACS Corporation Associates for grants awarded for Fall ACS Meeting	CINF Chair-Elect	ACS Corporation Associates	ACS Corp. Associates	CINF Chair-Elect
2-3 weeks after Fall ACS Meeting	Copy due for 2nd issue for this calendar year of CINF E-News (v.3 no.1 in 2001)	CINF Chair, CINF Committee Chairs, and other contributors	CINF E-News Editor	CINF	CINF Publications Chair
Mid-September	July/Aug Rosters Mailed to Divisions	ACS Membership	CINF Membership Committee	ACS	CINF Membership Chair
October	Program Planning & Coordination Conference (P2C2)	ACS	CINF Program Chair	ACS	CINF Program Chair
4-6 weeks after Fall ACS Meeting	Distribute 2nd issue for this calendar year of CINF E-News (v.3 no.1 in 2001)	CINF Membership Chair & CINF E-News Editor	CINF Members	CINF	CINF Publications Chair
4th week in November	Preliminary Program information due	CINF Program Chair	ACS Meetings Office	ACS	CINF Program Chair
1st week in November	Contact potential organizations for upcoming year's fundraising (budgets often set in late year for next year)	CINF Chair-Elect	CINF Chair	CINF	[same every year]

<b>Generic Date</b>	<b>Event</b>	<b>Due From</b>	<b>Due To</b>	<b>Date Set By</b>	<b>Info on date from</b>
Early November ?	Room Reservations for Committee Meetings and Social Events at Spring ACS Meeting	CINF Chair	ACS	ACS	CINF Chair
November	Label Package Plan Order Due	CINF Secretary	ACS	ACS	CINF Chair
November	Division Annual Report packets mailed to Secretaries and Treasurers	ACS	CINF Secretary & CINF Treasurer	ACS	CINF Chair
Mid-November	Sept/Oct Rosters Mailed to Divisions	ACS Membership	CINF Membership Committee	ACS	CINF Membership Chair
1st week in November	Abstracts due for Spring ACS Meeting due (OASys public close date)	CINF Speakers	CINF Symposia Chairs & OaSys	ACS	[same every year]
November 15th	ACS Corporation Associates Proposals due for Spring ACS Meeting	CINF Symposia Chairs	CINF Chair-Elect	CINF	CINF Chair-Elect
2nd week in December	Final Program deadline	CINF Program Chair	ACS Meetings Office	ACS	CINF Program Chair
Early December	ACS Corporation Associates Grant Requests due for Spring ACS Meeting	CINF Chair-Elect	ACS Corporation Associates	ACS Corp. Associates	CINF Chair-Elect
Mid December every ? Years	Pacificchem 2000 Meeting	CINF Program Chair	CINF Program Chair	ACS	CINF Chair
Early December	CINF Symposia highlights due for Spring ACS Meeting	CINF Symposia Chairs	CINF Program Chair	ACS	CINF Program Chair
Late December	Spring ACS Meeting Preliminary Program due	CINF Program Chair	ACS	ACS	CINF Program Chair